

# *The Source*



## **News for Small, Minority, Women and Disadvantaged Business Enterprises**

Volume 11, Number 2

September 2006

### **The City of Houston Announces New Small Business Enterprise (SBE) Initiative for Construction Related Projects**

The City of Houston has adopted a Small Business Enterprises classification for construction related projects. Under the classification, certified Small Business Enterprises, (SBEs) will be able to pursue opportunities on City of Houston construction projects. The City's overall SBE construction goal is 15% Minority/Women Business Enterprise (MWBE), and 5% SBE. This goal will remain in place until the completion of a Disparity Study that will reassess the City's MWBE program goals. Completion of the study is slated for the end of the calendar year.

Small business enterprise (SBE) means a firm whose gross revenues or number of employees, averaged over the past three years, inclusive of any affiliates as defined by 13 CFR Section 121.103, does not exceed the size standards in Section 3 of the federal Small Business Act and applicable Small Business Administration regulations related to the size standards found in 13 CFR Part 121. More information can be found at <http://www.sba.gov/size/indexableofsize.html> regarding "small business size standards...." The term shall also include City of Houston certified minority/women/disadvantaged businesses (M/W/DBEs).

Effective July 1, 2006, the SBE certification classification, which is race and gender neutral, can be issued by the Affirmative Action and Contract Compliance Division (AACCD). AACCD will also provide outreach assistance to new and existing businesses to facilitate participation on City of Houston contracts in an effort to help stimulate overall economic development.

Interested business owners may attend the free M/W/DBE and SBE Pre-certification Workshop, held every Thursday at 2:00 p.m., 611 Walker, 7th floor, to learn more about the program and the application process. The SBE application is also available online at <http://www.houstontx.gov/aacc/forms/application-sbe.pdf>.

For additional information, please contact the Affirmative Action and Contract Compliance Division at 713-837-9000.

### **Houston Airport System to Host Business Opportunity Networking Fair 2006 on September 15<sup>th</sup>**

The Houston Airport System's Small Business Development & Contract Compliance Division is hosting the Business Opportunity Networking Fair 2006 on Friday, September 15, 2006 at the Humble Civic Center Arena Complex at 8233 Will Clayton Parkway, Humble, Texas. The event will be held from 8:00 a.m. to 3:00 p.m.

See **Houston Airport System** on page 4.

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### From the Director ~

Greetings! This season is one of transition for the Affirmative Action and Contract Compliance Office. *The Source* is full of valuable information on what's new in our office, programs, and services. For example:

- We have created a new division in our office - Business Development and Certification, to more effectively utilize our internal resources for our certification, outreach, and business development activities.
- The City recently implemented a new certification and goals program for Small Business Enterprises (SBEs) for City construction projects.
- The Houston Airport System has created a new office of Small Business Development and Contract Compliance, which is sponsoring a **Networking and Contracting Opportunity Fair** on September 15<sup>th</sup>.
- All of our informative resource publications have been updated, and are available online.

I encourage you to take advantage of our publications, programs, and services; and let us know how we can more effectively assist you. Establish relationships with other local agencies and organizations that are working for your success – METRO, The Port of Houston Authority, Houston Community College System, and Houston Independent School District will be spending millions on various projects. Establish relationships by attending networking events, such as the Houston Minority Business Council's EXPO on October 11 – 12; and the Greater Houston Business Forum Procurement Breakfast, on the 4<sup>th</sup> Tuesday of every month, at 3100 Main (at Elgin). Download our *Sources of Assistance Business Resource Guide* to get information on all of these organizations, and more.

Director

## News Briefs

### Welcome to Our Team



The Mayor's Office of Affirmative Action and Contract Compliance welcomes Timothy Warren, Division Manager of the newly created Business Development and Certification Section.

### Congratulations!



Siria Harbour



Isaiah Osazuwa

Siria Harbour and Isaiah Osazuwa in the Mayor's Office of Affirmative Action and Contract Compliance were recently promoted to supervisory positions. Siria Harbour was promoted to the Contract Compliance Supervisor position of the Contract Compliance Section and Isaiah Osazuwa was promoted to the Contract Compliance Supervisor position of the Business Development and Certification Section. Both employees held the position of Senior Contract Compliance Officer in their respective sections prior to their promotions.

# EXPO 2006

EXPO is Texas' largest minority business opportunity marketplace held annually by the Houston Minority Business Council (HMBC). This year, EXPO 2006 will be held on October 12, 2006 at the George R. Brown Convention Center – Exhibit Hall C. EXPO attendees will learn about contracting opportunities available with major corporations, government agencies, and financial and educational institutions. Corporations utilize EXPO to expand their supplier and contractor bases. Minority and women-owned businesses (MWBs) view EXPO as an easy and cost-effective way of accessing key purchasing personnel in one day and all under one roof.

MWBs come to EXPO to:

- Discover contracting opportunities with major corporations and MBEs;
- Access key purchasing personnel;
- Increase their target market;
- Gain insight into today's business environment; and
- Establish long-lasting and beneficial business relationships.



Corporations, governmental agencies, financial and educational institutions come to EXPO to:

- Develop relationships with quality suppliers;
- Target suppliers that can meet their specific products/services requirements;
- Meet their company goals in increasing minority spending; and
- Create diversity within their existing supplier base.

## EXPO 2006 Reception

Business owners can get a head start on marketing and networking by attending the EXPO 2006 Reception the evening prior to EXPO at Artista's on Wednesday, October 11.

*Register now for both events at [www.hmbc.org](http://www.hmbc.org) or call (713) 271-7805.*

## Contract Compliance Requirements Workshop

On Wednesday, September 20, 2006, the Contract Compliance Section of the Affirmative Action and Contract Compliance Division will present the workshop "Contract Compliance Requirements: Understanding Your Role." Representatives from the City will discuss certified payrolls; M/W/D/BE compliance; overtime/fringe benefits; the prevailing wage rates; related forms; and common compliance problems. The workshop will enhance the participants' knowledge of contract compliance requirements. The program will be held from 9:30 a.m. to 12:30 p.m. at 611 Walker on the 7<sup>th</sup> floor. For more information, contact 713.837.9000.

### Houston Airport System continued from page 1

The Business Opportunity Networking Fair 2006 will provide businesses with the opportunity to meet Houston Airport System personnel, current concessionaires, and prime contractors.

Exhibitors and one-on-one sessions will include: Financing/Small Business Loans; Prime Contractors; Joint Ventures; One Stop Business Center; Small Business Administration; Internal Revenue Service; Small Business Development; IT & Communications; Special Certifications and Licensing; Procurement; Design & Construction; Professional Services; Concessions; M/W/DBE/SBE Certification; Insurance; and Bonding.

One-on-one sessions will be held between 10:15 a.m. and 12:00 p.m. and between 1:30 p.m. and 3:00 p.m. (If there is enough interest, the time for the afternoon session will be extended to 4:00 p.m.) Attendees are asked to indicate on their registration forms the one-on-one sessions they would like to attend. Registration and time slot will be confirmed via return e-mail. Attendees will be allowed to sign up for one-on-one sessions the day of the event if space is available.

Space for this event is limited, so please register in advance at [www.fly2houston.com](http://www.fly2houston.com). If you have any questions or need additional information, please call 281.233.7842.

# Check out the Publications on our Web Site

The web site for the Mayor's Office of Affirmative Action and Contract Compliance was recently updated to include the new editions of the *Construction Industry Resource Guide*, which was recently compiled in conjunction with the 2006 Small Contractors Training Series, and the *Sources of Assistance*. These publications are compiled by the Affirmative Action and Contract Compliance Office. You can view these updated publications as well as the current edition of *The Source* on our web site by going to [www.houstontx.gov/aacc/publications.html](http://www.houstontx.gov/aacc/publications.html)

Listed below is a brief description of the publications that can be found at this web site:

- *The Source* is a quarterly newsletter that provides news for small, minority, women, and disadvantaged business enterprises. Upcoming seminars and a registration form appear in each edition of the newsletter.
- The *City Contracting Guide* is a 35-page document that provides information about how to do business with the City of Houston as well as departmental contacts.
- The *Sources of Assistance* is an 18-page document that provides contact information on areas of interest to business owners such as certification programs, business resources, and financial resources.
- The *Construction Industry Resource Guide* is a 17-page document that provides contact information on areas of interest to construction related businesses such as web sites that provide contracting opportunities; construction related organizations and associations; and certification programs.

Our certification application and several forms are also available online at [www.houstontx.gov/aacc/forms.html](http://www.houstontx.gov/aacc/forms.html). If you have questions regarding these publications, applications, or forms, please call 713.837.9000.



## “How to do Business with the City of Houston” Seminar



Each quarter, the City of Houston offers the “How to do Business with the City of Houston” Seminar for business owners wanting to learn the ins and outs of doing business with the City. The next seminar will be held on Tuesday, September 12, 2006 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #2. Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the

Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

# Houston Airport System's Small Business Development and Contract Compliance Office has a New Manager and a New Location

James G. Pierre is the new manager of the Houston Airport System's Small Business Development and Contract Compliance Division. The office is currently located at 18600 Lee Road, Humble, Texas 77338. The telephone number is 281.233.7842 and the fax number is 281.230.8020. The office:

- provides information to Minority, Women, and Disadvantaged Business Enterprises (MWDBEs) on contracting opportunities at George W. Bush Intercontinental, William P. Hobby, and Ellington Field Airports;
- administers the Federal Disadvantaged Business Enterprise (DBE) Program;
- assists prime contractors with identifying certified MWDBEs for subcontracting opportunities;
- initiates outreach activities designed to increase small and MWDBE participation on Houston Airport System projects and contracts; and
- monitors prime contractor MWDBE utilization and prevailing wage compliance.

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## Small Business Workshops Make Business Owners Aware of their Tax Responsibilities

The Internal Revenue Service and the Houston Citizens Chamber of Commerce are sponsoring several tax workshops for small businesses over the next couple of months. The free seminars are designed to make business owners aware of their tax responsibilities. Registration is mandatory.

Date	Time	Location / Telephone Number
3 <sup>rd</sup> Tuesday of every month	12:30 p.m. to 4:00 p.m.	Houston Citizen's Chamber of Commerce 2808 Wheeler Ave., Houston, TX 77004 713-522-9745
3 <sup>rd</sup> Thursday of every month	12:30 p.m. to 4:00 p.m.	SCORE 8701 S. Gessner, Suite 350, Houston, TX 77074 713-773-6566
Saturday, September 16, 2006	10:30 a.m. to 1:00 p.m.	Katherine Tyra Library 16719 Clay Road, Houston, TX 77084 713-302-6249
Saturday, October 21, 2006	10:30 a.m. to 1:00 p.m.	Katherine Tyra Library 16719 Clay Road, Houston, TX 77084 713-302-6249
Saturday, November 18, 2006	10:30 a.m. to 1:00 p.m.	Katherine Tyra Library 16719 Clay Road, Houston, TX 77084 713-302-6249
Saturday, December 9, 2006	10:30 a.m. to 1:00 p.m.	Katherine Tyra Library 16719 Clay Road, Houston, TX 77084 713-302-6249

The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance, SCORE, and Houston Business Development, Inc. are co-sponsoring the:

## *"Live Your Dream"* *Workshop*

...Start Your Own Business



A representative from SCORE will conduct this free workshop for individuals interested in starting their own business.

Attendees will learn about the three-step process for starting a business which involves thinking about it, planning for it, and doing it.

**Date:** Wednesday, September 13, 2006  
**Time:** 6:30 p.m. to 8:30 p.m.  
**Place:** Business and Technology Center (Palm Center)  
5330 Griggs, Houston, Texas 77021

For more information, to register for the workshop, or if you are a person with a disability and need a reasonable accommodation, please call 713.837.9043. You may also register by faxing the Upcoming Seminars registration form in this edition of *The Source* to 713.837.9053 or you may e-mail your registration by sending your name, company name, address, and telephone number to [juan.padilla@cityofhouston.net](mailto:juan.padilla@cityofhouston.net).

The Source for S/M/W/DBE news is published by the Mayor's Office of Affirmative Action and Contract Compliance

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Velma Laws, Director

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# 2006 Small Contractors Training Series

## *Thirty-two Individuals Recognized at Graduation Ceremony*

Recently, the City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Houston Chapter of the Associated General Contractors (AGC), the Houston Contractors Association, the Houston Independent School District, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, Grijalva & Allen, PC, the Houston Minority Business Development Center, and the Houston Community College System Small Business Development Program sponsored the 2006 Small Contractors Training Series. Classes were held from March 29<sup>th</sup> through June 13<sup>th</sup> at the AGC Office located on Dacoma. On June 27<sup>th</sup>, individuals completing at least nine of the twelve sessions were recognized at a graduation ceremony.

At the graduation ceremony, Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, presented a proclamation from Mayor Bill White proclaiming June 27<sup>th</sup> as Small Contractors Day. Susan Nittka, Cheryl Bonner and Jeri Haynes, all with AGC, and Juan Padilla, with the City, were awarded certificates of appreciation for their efforts in making the series a success. Following the presentation of the certificates, participants had the opportunity to network with several contractors.

This was the third year that the training series was offered. The curriculum for the series was designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge. Topics discussed included: Resources for Finding Work; What Prime Contractors Look for, Need, and Expect; Setting up Cash Flow Management Systems; Understanding Payment Terms; Obtaining Insurance and Bonding; Delivery Systems; Plans, Specs, Scope of Work; Bidding; Estimating; Contract Law; Project Management/Scheduling; Record Keeping; Requests for Payment; OSHA Safety; Environmental Issues; Employment/HR Issues; and Filing Payment Bond Claims.

The instructors / panelists for the series were: Jerry Nevlud, Chief Rufus Davis, Milton Thibodeaux, Jim Slack, Russell Hamley, Dale Trevino, Andrea Goodwin, Thomas Coale, Dennis Descant, Charles Comiskey, Jim Springer, Dan Wahle, Don Kerl, Alfred Southerland, Jay Marak, Stephanie Thomas, Ellis Landreth, Elizabeth Debaillon, Gilbert De La Cruz, Clarence Gray, Chris Roberts, Maida Burns, and Brian R. Gaudet.



## **Congratulations to the graduates of the 2006 Small Contractors Training Series:**

Calvin Audain  
Melvina Audain  
William Burson Jr.  
Patricia Castillo  
Tiffany Cauley  
Clarence Estes Jr.  
Murray Elder  
Patricia George  
Phalisha Harris  
L.J. Fifer-Harvey  
Kimberly Haughton

Sonijaa LaBove  
Mitch Landry  
Carol Lazard  
Clarence Lazard  
Rufus Lee  
Pamela McCarthy  
Daniel Meneses  
Laura Meneses  
Arlene Perez  
Sheila Phillips  
Darlene Reese

Don Rimmel  
Janice Ruley  
Stephen Ralph Oates  
Sean E. Scott  
Melissa Spence  
Hector Suarez  
Renier Suarez  
Kesia Urquijo  
Kim-Lan Vu  
Mignon Zezqueaux





# City of Houston

611 Walker, 7<sup>th</sup> floor, Houston, Texas 77002 713.837.9000  
Affirmative Action and Contract Compliance Division  
Velma Laws, Director

## Upcoming Seminars

How to do Business with the City	September 12, 2006 10:30 a.m. to 12:00 noon City Hall 900 Bagby, Basement, Conf. Room #2 Houston, TX 77002	Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.
"Live Your Dream" Workshop	September 13, 2006 6:30 p.m. to 8:30 p.m. Business and Technology Center (Palm Center) 5330 Griggs Houston, TX 77021	A representative from SCORE will conduct this session for individuals interested in starting their own business. Those attending this entrepreneur workshop will learn about the three-step process for starting a business which involves thinking about it, planning for it, and doing it.
How to Prepare a Successful Bid	September 26, 2006 10:30 a.m. to 12:00 noon City Hall 900 Bagby, Basement, Conf. Room #2 Houston, TX 77002	Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.
Writing a Business Plan (Parts 1 & 2)	October 4 and 11, 2006 6:30 p.m. to 8:30 p.m. Business and Technology Center (Palm Center) 5330 Griggs Houston, TX 77021	A representative from SCORE will conduct these sessions. In these sessions, you will create your own business plan, develop strategies to market your product/service, and learn the "secret" to managing your money.

FAX this response form to 713.837.9053 or e-mail the information to [juan.padilla@cityofhouston.net](mailto:juan.padilla@cityofhouston.net) to reserve your seat today!

Yes, I will attend the following events:

- ☐ How to Do Business with the City of Houston  
☐ "Live Your Dream" Workshop  
☐ How to Package a Successful Bid  
☐ Writing a Business Plan (Parts 1 & 2)

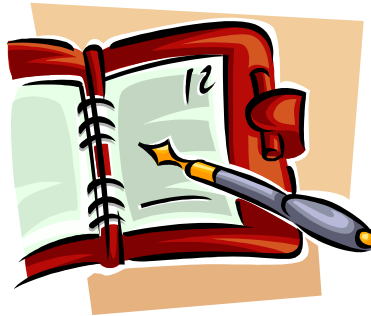
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Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.



The City of Houston's Mayor's Office of Affirmative Action and Contract Compliance, SCORE, and Houston Business Development, Inc. are co-sponsoring the:

## Writing a Business Plan Workshop (Parts 1 and 2)



A representative from SCORE will conduct this free two-part workshop for individuals interested in starting their own business.

In these sessions, attendees will create their own business plans, develop strategies to market their products/services, and learn the "secret" to managing their money.

Date:	Wednesday, October 4, 2006 (Part 1) and Wednesday, October 11, 2006 (Part 2)
Time:	6:30 p.m. to 8:30 p.m.
Place:	Business and Technology Center (Palm Center) 5330 Griggs Houston, Texas 77021

For more information, to register for the workshop, or if you are a person with a disability and need a reasonable accommodation, please call 713.837.9043. You may also register by faxing the Upcoming Seminars registration form in this edition of *The Source* to 713.837.9053 or you may e-mail your registration by sending your name, company name, address, and telephone number to [juan.padilla@cityofhouston.net](mailto:juan.padilla@cityofhouston.net).

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## "How to Prepare a Successful Bid" Seminar

The "How to Prepare a Successful Bid" seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City, and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Tuesday, September 26, 2006 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #2.

Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class. DuRousseau will talk to the participants about how they can find out about bid opportunities and he will cover what they need to do to prepare a City bid.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.